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	Process Owner Head, Curriculum, Standards & Evaluation	Approval Authority Academic Director	

1. Purpose & Scope

The purpose is to define the process for applying, preparing and submitting documentation for accreditation of NSHS Training Programs.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) ISO 9001, Quality Management Standard, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 5212.5 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **POA&M:** Plan of Action and Milestones – self-created with timetable.

4. Document Review & Concurrence

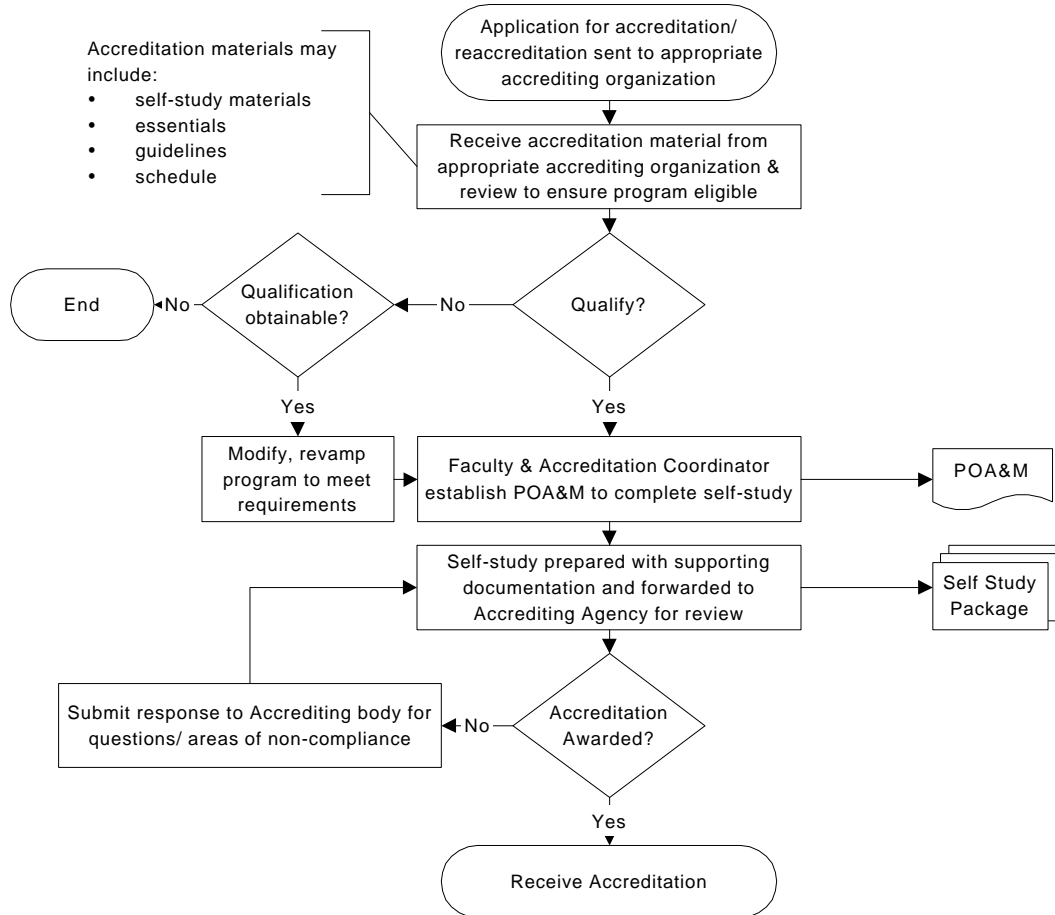
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, Curriculum, Standards & Evaluation	OA5B (Process Owner)	J. Dickens	Director of Academics	OA (Approval Authority)	CDR L. Hearin
Academic Program Manager	OA5	CDR D. Sherrock			

5. Summary of Changes

<i>Version</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of process	20 APR 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Self-Study Package	Head, Curriculum, Standards & Evaluation	Binder	By Program Name	Permanent	Destroy per SECNAVINST 5212.5 series

8. Addendum

N/A